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**INFORMAL INVITATION FOR BIDS  
JOHN McDONOGH HIGH SCHOOL GRADUATION PACKAGE**

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**INVITATION/INSTRUCTIONS    Bid no.682001-2011121801**

1. Facsimile bids, subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted bid closing time and then publicly opened for furnishing the items and/or services as specified.
2. YOUR BID SHOULD BE MADE ON THE ATTACHED FORM(S) AND RETURNED WITH THIS "INVITATION" BY MAIL TO THE ADDRESS LISTED HEREIN OR BY FAX TO THE RECOVERY SCHOOL DISTRICT PURCHASING OFFICE AT (504) 872-0632.
3. Faxed alterations to bids will be considered provided they have been received in this office prior to bid closing time.
4. Any bid received after bid closing time will not be considered.
5. ALL PRICES ARE TO BE QUOTED COMPLETE AND FOB RSD, NEW ORLEANS, LA., unless otherwise stated in specifications by the District.
6. All prices must be firm unless otherwise stated by District.
7. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
8. Unless otherwise specified all bids shall be binding for 30 calendar days from bid closing time.
9. If unable to bid, return only cover sheet marked, "No Bid" with signature in order to remain on bidder's list.
10. Telephone inquiries may be directed to purchasing department with above bid number.

Date December 23, 2009

**BID  
PLEASE FILL IN ALL BLANK SPACES**

In compliance with the above invitation to bid and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within \_\_\_\_\_ days from bid closing time to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Bidder \_\_\_\_\_ Address \_\_\_\_\_  
Name of Firm Street or P.O. Box

By \_\_\_\_\_  
Signature City, State, Zip Code

Title \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Typed name

Fax Number ( ) \_\_\_\_\_

NOTE: out of state firms that may be awarded an order as a result of this bid agree to signing a certificate stating: "I hereby certify that I have paid to the state and its political subdivisions all taxes duly assessed by the state of Louisiana and its subdivisions, including Franchise Taxes, Privilege Taxes, Sales Taxes and all other taxes for which I am liable."

**CONTRARY TERMS AND CONDITIONS, GOVERNING LAW:** Submittal of any terms and conditions contrary to those contained within this Invitation for Bid may cause your bid to be rejected. By signing this bid, the bidder agrees that any terms and conditions which may be included in their bid are nullified and agrees this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

**AUTHORIZED SIGNATURE:** In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the District.

By signing this bid, the bidder certifies compliance with the above.

**AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION CLAUSE:** You are hereby notified that, during the performance of this contract, the successful bidder (contractor or vendor) must comply with all federal, state and local laws, including those which prohibit discrimination because of race, color, national origin, religion, sex, age, disability or veteran status. See, e.g., The Civil Rights Acts of 1964, The Age Discrimination in Employment Act of 1967, The Civil Rights Act of 1968, The Education Amendment Act of 1972, The Rehabilitation Act of 1973, The Federal Energy Administration Act of 1974, The Energy Reorganization Act of 1974, The Vietnam Era Veteran's Readjustment Act of 1974, The Energy Conservation and Production Act of 1976, The Americans with Disabilities Act of 1990 and Executive Order 11246, as amended.

JOHN MCDONOGH HIGH SCHOOL GRADUATION PACKAGE

**INFORMATION FOR BIDDERS AND GENERAL CONDITIONS - FACSIMILE BIDS**

**Read Carefully**

**1. GENERAL CONDITIONS**

Bidders are required to submit their bids upon the following expressed conditions:

**QUALITY:** Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality are measured by accepted standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURERS' TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE DISTRICT. THE USE OF A BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. ANY BIDDER PROPOSING EQUAL PRODUCTS SHOULD SUBMIT WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE INCLUDING BROCHURES AND PICTURES DEPICTING PROPOSED EQUALS. IF POSSIBLE, BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by District.

**PROPOSAL:** The proposal should be submitted on the forms furnished for that purpose or on exact copies thereof. In case of an error on extension, the unit price shall prevail.

**DELIVERY OF BIDS:** The bid should be mailed or faxed to the Purchasing Office, RECOVERY SCHOOL DISTRICT, New Orleans, LA at (504)872-0632), where it will be placed in a sealed envelope. The cover sheet should be marked "Proposal" with the name and number of bid, time and date of bid opening, the name and address of the bidder. The enclosed cover sheet may be used. The bid must be received in the Purchasing Office not later than the time and date as shown on Invitation, Bid and Acceptance. The District reserves the right to reject any or all bids and to waive informalities.

**INTERPRETATION OF DOCUMENTS:** If any bidder contemplating submitting a bid is in doubt as to the meaning of any part of the specifications, bidder may submit a written request for interpretation. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be mailed or delivered to each person receiving a set of the documents. The District will not be responsible for any other explanation of the documents.

**AWARD:** Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation for Bid.

**LOUISIANA PREFERENCE:** A preference will be given to materials, supplies and provisions produced, manufactured, assembled, grown or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the District.

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**ACCEPTANCE OF PROPOSAL:** Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the District.

**PAYMENT:** Assuming there is no prompt payment discount provision, payment will be made within 45 days from receipt of products in satisfactory condition, or within 45 days from receipt of the invoice, whichever is later.

**LEGISLATORS PROHIBITED:** According to LSA-R.S. 42:113(D) the District is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories on its bid proposal form.

### AUDITORS

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the District's auditors shall have the option of auditing all accounts of the contractor which relate to this contract.

**INDEMNITY:** Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the Recovery School District, the State, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its agents, or its employees. However, the contractor shall have no obligation as set forth above the respect to any claim or action from bodily injury, death or property damages arising out of the fault of the Recovery School District, State, its officers, its agents or its employees.

COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE  
INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.

**CONTRACTOR'S LIABILITY INSURANCE:** Proof of Insurance should be supplied with the Bid and will be required before work can commence.

Insurance coverage specified below shall be furnished with the following minimum limits:

**Compensation Insurance:** The contractor and subcontractor shall take and maintain during the life of the contract workman's compensation insurance for all of their employees employed at the site of the project. In case any class of employees engaged in hazardous work under the workman's compensation statute, the contractor and subcontractor shall provide employer's liability insurance for the protection of their employees not otherwise protected.

**Public Liability and Property Damage Insurance:** Comprehensive public general liability insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with combined single limits of \$500,000 per occurrence with a minimum aggregate of \$1,000,000.

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**Licensed and Non-Licensed Motor Vehicles:** The contractor shall take out and maintain during the life of the contract, automobile public liability insurance in an amount not less than combined single limits of \$500,000 per occurrence for bodily injury/property damage. If any non-licensed motor vehicles are engaged in operations within the terms of the contract on the site of the work to perform thereunder, such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in the insurance specified.

Bidder's certificate of insurance indicating the above increments must be provided with bid submittal or within four (4) business days of request by the Office of Procurement and Contracts. The insurer's name will be in the name of the Recovery School District, Office of Procurement and Contracts, 1641 Poland Avenue, New Orleans, LA. 70117.

## 2. GENERAL SPECIFICATIONS:

The Recovery School District, Office of Procurement and Contracting, is seeking bids/proposals for John McDonogh High School Senior Graduation Package. The Class of 2010 graduation package consist of: a graduation cap, gown, ice tassel year/date, mini diploma, key chain, a minimum of 10 graduation announcements, a minimum of 15 name cards and slide in plaque (diploma only).

### **Fabrics**

Shiny Finish

- 100% Polyester
- Colorfast
- Shiny Finish
- Crease Resistant
- Color old gold

### **Style**

Traditional academic style. With a broad one piece styled yoke.

Two wide front pleats, two smaller side pleats.

### **Construction**

Surged (3 thread overcast) non-raveling seams.

One half inch hem on the bottom and sleeves.

### **Marking**

Label – showing length of gown and height of person it is designed to fit.

### **Collar**

Made from the same fabric as the gown.

### **Tassel**

Ice tassels 9" long (green and old gold blended) with year date (2010) pendant.

**JOHN MCDONOGH HIGH SCHOOL GRADUATION PACKAGE**

**Closure**

Premium Quality Nylon "Jam proof" Zipper

**"Jam proof"**

Designed to prevent the edge of the gown fabric, where the zipper is sewn to the front of the gown, from getting caught in the slider. If the fabric gets caught in the slider, it jams and will not open or close.

**Sizing**

Fourteen sizes from extra small to extra large in 3 inch increments. As well, + Sizes and Full Fits are required in Short, Regular and Tall height, with 6'9" and over considered Full Fit.

**Cap**

Made from the same fabric and color (old gold) as the gown. Unisize, it automatically adjust itself to any head size from 6 ½ to 8 ½ inches.

**Packaging**

Cap and Gown and Tassel are individually packed together in a plastic bag.

**Mini Diploma**

Mini diploma (wallet size) with slide in plaque for diploma only.

**Key Chain**

Key chain, silver, with year graduated, 2010.

**10 Graduation Announcements for each student.**

**15 Name cards for each student**

The successful bidder may be required to provide samples of each item, prior to award or issuing of a purchase order.

The successful bidder will be required to measure and fit each student and make any alterations as needed to each garment.

The successful bidder will be required to measure each student.

Can you comply with this requirement? \_\_\_\_\_YES \_\_\_\_\_NO

Please quote total cost on a per person basis.

FACSIMILE BID NUMBER: 682001-2011121801

BID OPENING DATE: January 8, 2010

BID OPENING TIME: 10:00 A.M.

**JOHN MCDONOGH HIGH SCHOOL GRADUATION PACKAGE**

Any additional prices must be defined under "REMARKS" of this bid form.

Quantities shown are estimates only and may be increased or decreased in accordance with school or department requirements. Evaluation will be based on these estimates.

Prices to remain firm for 90 days

Bidders may address all inquires and correspondence to:

Christy Dixon

Procurement Specialist

504-373-6200 ext. 20056

Fax: 504-872-0632

Email at [Christy.Dixon@RSDLA.NET](mailto:Christy.Dixon@RSDLA.NET)

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PRICE SCHEDULE

GRADUATION PACKAGE FOR JOHN MCDONOGH HIGH SCHOOL

Price per Person (total package) \$\_\_\_\_\_each

Total Extended Price Based on 100 Students \$\_\_\_\_\_

Indicate number of delivery days after receipt of an order \_\_\_\_\_

REMARKS:

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BID OPENING DATE: January 8, 2010  
BID OPENING TIME: 10:00 A.M.

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**PROPOSAL FOR FACSIMILE BID  
FOR THE  
Recovery School District**

**NEW ORLEANS, LOUISIANA**

**FAX # (504) 872-0632**

**PHONE # (504) 373-6200, ext. 20056**

**PROPOSAL FOR: John McDonogh High School Graduation Package  
DUE DATE: January 8, 2010, at 10:00 A.M.  
FACSIMILE BID NUMBER: 682001-2011121801**

**THIS BID IS FROM**

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FACSIMILE BID NUMBER: 682001-2011121801  
BID OPENING DATE: January 8, 2010  
BID OPENING TIME: 10:00 A.M.

**JOHN MCDONOGH HIGH SCHOOL GRADUATION PACKAGE**

**CONFIDENTIAL**

**TO BE PLACED IN SEALED ENVELOPE UPON RECEIPT**

**IMPORTANT MAILING INSTRUCTIONS:**

**MAIL OR DELIVER TO:** RECOVERY SCHOOL DISTRICT  
PURCHASING & CONTRACTS  
1641 POLAND, ROOM 5C  
NEW ORLEANS, LA. 70117

**MARK ENVELOPE:** "BID FOR JOHN McDonogh HIGH SCHOOL GRADUATION PACKAGE"

**BIDS TO BE OPENED: 10:00 A.M., January 8, 2010**